



**Georgia Electronic Citations Processing System**

**GECPS**

**Electronic Transmission Processing  
Implementation Guide**

**Georgia Courts**

**Version 1; Release 3**

## Document Change Log

Version #	Change History	Date Changed
V1.0R1	Originally Developed	09/10/2004
V1.0R2	<ol style="list-style-type: none"> <li>Added error code #11 for SFTP Transmissions</li> <li>Additional error codes added to guide: <ul style="list-style-type: none"> <li>Error Code 2043 - Citations for this legal code not allowed</li> <li>Error Code 2063 – Failed to locate the violation rule</li> <li>Error Code 2002 – Driver Not Found (Georgia Driver)</li> <li>Error Code 2003 – State Code is Invalid</li> </ul> </li> <li>Verbiage for “FTA Withdrawals” has been changed to “FTA Releases”</li> <li>Federal Tax ID was added to the registration web page.</li> <li>Federal Tax ID was added to required information for vendors who support multiple courts.</li> </ol>	11/08/2004
V1.0R2a	<ul style="list-style-type: none"> <li>Multiple Error Codes added to Record Layouts. Court Suspension Code 3 removed from valid values on the Citation Record. Allows DMVS to provide more complete information to courts to correct errors. Record Layouts modified to include three error code fields.</li> <li>Document Change Log also added to guide.</li> </ul>	01/13/2005
V1.0R2b	<ul style="list-style-type: none"> <li>Modified Contacts information. Troubleshooting guidelines defined.</li> </ul>	01/19/2005
V1.0R2b	<ul style="list-style-type: none"> <li>Added “end of record” field to header and footer records with the value of “X”.</li> </ul>	01/26/2005
V1.0R2b	<ul style="list-style-type: none"> <li>Additional instruction of how to re-send files in error (Section 5.1).</li> </ul>	02/04/2005
V1.0R2b	<ul style="list-style-type: none"> <li>Additional Memo from the Commissioner inserted regarding July 1, 2005 deadline.</li> </ul>	02/03/2005
V1.0R2b	<ul style="list-style-type: none"> <li>Section 7.7.2 – Modified email sample for SFTP Transmission. SFTP Error Code will now be visible in email notify.</li> </ul>	02/16/2005
V1.0R2b	<ul style="list-style-type: none"> <li>Further detailed the “STOP_” in the footer record</li> </ul>	02/18/2005
V1.0R3	<ul style="list-style-type: none"> <li>Enhanced edit verbiage for FTAs and FTA Releases. FTAs and FTA Releases on <u>violators licensed in other states</u> <b>WILL NOT</b> be processed via GECPS. The physical DS-912 document <b>MUST</b> be submitted (mailed/delivered) to DMVS.</li> </ul>	02/28/2005
V1.0R3	<ul style="list-style-type: none"> <li>Included DS-1137 as documents currently excluded from GECPS. See section 1.3.</li> </ul>	03/01/2005

### Document Change Log (Continued)

Version #	Change History	Date Changed
V1.0R3	<ul style="list-style-type: none"><li>Added testing and production implementation procedures and associated checklists.</li></ul>	03/09/2005
V1.0R3	<ul style="list-style-type: none"><li>Added information to contact GBI for the NCIC number (a.k.a. ORI number), see Section 6.1.</li></ul>	03/15/2005
V1.0R3	<ul style="list-style-type: none"><li>Added addition record format requirement that <b>ALL</b> records carry the "X" in the 350<sup>th</sup> position (includes header, footer, and all transaction records).</li></ul>	03/2005

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## Section 1.0 Introduction to GECPS

### 1.1 Memorandums from the DMVS Commissioner


  
**Georgia Department of Motor Vehicle Safety**  
2206 East View Parkway · Conyers, Georgia 30013 · 678.413.8650

Sonny Perdue  
Governor

James R. (Jim) Davis  
Commissioner

**MEMORANDUM**

**TO:** Georgia Clerks of Court

**FROM:** James R. Davis, Commissioner 

**DATE:** June 21, 2004

**SUBJECT:** Georgia Uniform Traffic Citation Processing Changes and Timeframes for Changes

On behalf of the Georgia Department of Motor Vehicle Safety (DMVS), I am very pleased to announce significant changes that are being planned to improve the processing of Uniform Traffic Citations (UTC) both within our offices and from your courts. Members of my staff have been working with many of you over the past few months and are keenly aware of your desire to collect, store, share, and disseminate UTC information electronically among yourselves and with our agency.

Many of you are aware of the Federal mandate which looms over us. On July 31, 2002 the US Department of Transportation – Federal Motor Carrier Safety Administration finalized 49 CFR Parts 350, et al. (*Go to <http://www.fmcsa.dot.gov/pdfs/CDL%20Final%20Rule.pdf> for more information.*) Several items impacting Georgia are included in the final rule. Some items have already been addressed legislatively during the 2003 Session of the Georgia General Assembly. The sanctions imposed for noncompliance will have a major impact on the citizens of Georgia. Federal-aid highway funds will no longer be available and Georgia will be prohibited from issuing, renewing, transferring, or upgrading CDLs. One very important item is the timely reporting of convictions to the Department of Motor Vehicle Safety. The federal rule requires that by September 30, 2005, convictions be on the driving record within thirty (30) days of the date of conviction or, for nonresidents, that Georgia has notified the licensing state within thirty (30) days of the date of conviction. The second deadline shortens the time to report convictions to the Department of Motor Vehicle Safety and requires that by September 30, 2008, convictions be on the driving record within ten (10) days of the date of conviction or, for nonresidents, that Georgia has notified the licensing state within ten (10) days of the date of the conviction. In order to

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meet this mandate and not adversely affect our future federal highway funds, we are all forced to move rapidly toward full electronic transmission of UTC data from the courts to DMVS.

I would like to briefly address each of the following DMVS UTC required changes:

- 2004 Georgia Legal Violation Codes List availability from DMVS
- Update on the Georgia Electronic Citation Processing System (GECPS)
- Discontinuation of the current electronic citation filing process
- Upcoming Court UTC Error Reports
- Most Common Errors found on UTC's

#### **2004 Georgia Legal Violation Codes List**

We have been working on creating a current version of the *Georgia Legal Violation Codes List* (also known by some as the *Georgia Criminal & Traffic Codes*) for some time. Our plans are to have this list posted on our agency web site ([www.dmv.ga.gov](http://www.dmv.ga.gov)) by July 9, 2004. This list can be downloaded and then used by your courts to determine those UTC's that should be sent to us for further processing and posting to the driver record. We will keep this list updated regularly so that you will always have the most recent information for processing. Please note that we do not need to receive any citations that are not placed on the driving record. The following are a few examples for illustration purpose of citations that do not go on the driving record and therefore should not be sent to DMVS:

- OCGA 40-6-181 (Speeding) 14 MPH or less over the speed limit in a non-commercial vehicle
- OCGA 40-5-20 (Expired or No Driver's License) if in a non-commercial vehicle
- OCGA 40-5-24 (Class D Limitation Violation) if in a non-commercial vehicle

Please be aware that all violations occurring in a commercial vehicle (except parking violations) must be reported to DMVS. For example, equipment violations will not assess points, will not suspend the license, and will not count as a serious violation for purposes of disqualification; however, equipment violations occurring in a commercial vehicle will be placed on the driving record).

#### **Georgia Electronic Citation Processing System (GECPS)**

Many of you already electronically file UTC's to us each month, but the majority of you do not. In the past, several different formats have been used for this electronic transmission. We are moving forward with building a more secure and accurate method of electronic file transmission from the courts to DMVS. In order to prepare for this we have developed a uniform format and protocol that must be used by all courts desiring to file electronically. All current electronic filing courts must also convert from the old format and submission method to this new format

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and protocol. The new electronic process will require all courts to correct and resubmit any UTC's containing errors and also offers the option to file Failure to Appear (FTA) documents and the FTA withdrawal electronically as well. We have created an area on our website which provides the following information regarding this new process which we are calling the *Georgia Electronic Citation Processing System (GECPS)*:

- An overview of GECPS
- A registration screen used to set up your account with DMVS
- A detailed *GECPS User Implementation Guide*

I urge each of you to sign on to our website today to register your court with our agency and to download a copy of the *User Implementation Guide*. As soon as you register, a member of our IT Enterprise Systems Team will contact you to provide additional instructions and information. The new GECPS process will be in production by August 31, 2004.

#### **Discontinuation of the Current Electronic Citation Filing Process**

As stated above, the current electronic filing process used by many courts is now obsolete and is being replaced by the GECPS process. As of March 1, 2005, DMVS will no longer accept any UTC's processed electronically by any means other than via the GECPS process. All courts who use the old format and method of transmission must be converted to the new process by that time.

#### **Court UTC Error Reports**

As noted in the GECPS discussion previously in this memo, the GECPS process will send all electronic UTC's containing errors or missing required data fields back to the courts electronically to correct and resubmit. Currently, any such errors, which are contained in the current electronic files submitted to DMVS from the courts, are handled in-house at DMVS, often by one-on-one discussions with the courts. We no longer have the staff at DMVS to offer this service and this process will cease as of July 30, 2004. Instead, you will receive a report from DMVS as follows:

- *UTC Error Report* – This report will contain detailed information on each UTC submitted electronically to DMVS that did not pass our edit criteria. Each error will also include an error message stating the specific error(s) encountered. You will be required to mark corrections directly on the report and mail the report back to DMVS for final processing.

This new report will be generated each time you submit electronic files to DMVS via the current electronic format and errors of any type are encountered. Once you are converted to the GECPS format, this report will be discontinued for your court. This report will also be discontinued as of March 1, 2005 along with the current (i.e. non-GECSP) electronic processing method, as noted above.

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#### **Most Common Errors Found on UTCs**

We frequently receive citations that we cannot process for various reasons. Examples of the errors or omissions we receive include the following:

- Disposition Date error [i.e., missing, invalid, prior to Violation Date, etc.]
- Signature of Judge or Clerk missing
- Inaccurate Disposition checked on the back of Citation [i.e., blank, multiple checked, etc.]
- Violation Date error [i.e., missing, invalid, etc.]
- Date of Birth and/or Driver's License Number error [i.e., missing, invalid, etc.]
- Invalid Violation Code [i.e., missing, invalid, etc. **NOTE:** Correct Code Section from the Official Code of Georgia Annotated **MUST** be included in order to process the citation.]
- Citation missing reverse side [i.e., a copy was sent to us with only the front side included]
- For traffic violations, submit only the DPS32 or DS32C
- For drug violations, submit only the DPS32 or DS1242
- Missing or invalid Demographic Information
- Illegible information

I would like to request that you give priority to insuring that all citations you send to our offices are complete so that they can be processed quickly and not have to be re-mailed to your offices for correction or completion. I would also like to request that the full citation number be keyed for electronic citations (i.e., all numeric and alphabetic characters shown on the UTC). Some courts key only the numeric portion and this causes problems with match-ups on our database.

If you have any questions or concerns about any item discussed in this memorandum, please do not hesitate to call on us for assistance. We appreciate your cooperation with us as we strive to continually improve our service to you.

JD/trp

cc: Marty Horne, Deputy Commissioner  
Wayne Phillips, CIO  
Chip Curl, COO  
Jennifer Ammons, General Counsel  
Cathy Malone, CFO  
Ross Potts, Director Information Technology-Enterprise Operations  
Ronny Johnson, Director Driver Services  
Harriet Dye, Director Information Technology-Enterprise Systems  
Loraine Piro, Information Technology Section Manager  
Darien Mize, Judicial Liaison

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# Georgia Department of Motor Vehicle Safety


2206 East View Parkway · Conyers, Georgia 30013 · 678.413.8650

Sonny Perdue  
Governor

James R. (Jim) Davis  
Commissioner

## MEMORANDUM

**TO:** Georgia Clerks of Court

**FROM:** James R. Davis, Commissioner 

**DATE:** January 17, 2005

**SUBJECT:** Georgia Electronic Citation Processing System (GECPS) Update and Deadline for Conversion Reminder

On behalf of the Georgia Department of Motor Vehicle Safety (DMVS), I am pleased to provide you with an updated status on changes that directly affect the processing of convictions for traffic offenses from your courts to the violator's driving record maintained by the DMVS. This update will cover two of the items that were covered in the previous letters sent to you dated June 21, 2004 and December 1, 2004.

I would like to remind you of the Federal mandate which looms over us and is the driving force for improving the entire GECPS process. On July 31, 2002, the United States Department of Transportation – Federal Motor Carrier Safety Administration finalized 49 C.F.R. Parts 350, *et seq.* (Go to <http://www.fmcsa.dot.gov/pdfs/CDL%20Final%20Rule.pdf> for more information.) Several items impacting Georgia are included in the final rule. Some items were addressed legislatively during the 2003 Session of the Georgia General Assembly. The sanctions imposed for noncompliance will have a major impact on the citizens of Georgia. Federal-aid highway funds will no longer be available and Georgia will be prohibited from issuing, renewing, transferring, or upgrading CDLs. One very important item is the timely reporting of convictions to the DMVS. The federal rule requires that by September 30, 2005, convictions be on the driving record within thirty (30) days of the date of conviction or, for nonresidents, that Georgia has notified the licensing state within thirty (30) days of the date of conviction. The second deadline shortens the time to report convictions to the Department of Motor Vehicle Safety and requires that by September 30, 2008, convictions be on the driving record within ten (10) days of the date of conviction or, for

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nonresidents, that Georgia has notified the licensing state within ten (10) days of the date of the conviction. In order to meet this mandate and not adversely affect our future

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federal highway funds, we are all forced to move rapidly toward full electronic transmission of UTC data from the courts to DMVS via the GECPS process.

I would like to briefly revisit each of the following items:

- Update on the Georgia Electronic Citation Processing System (GECPS)
- Full discontinuation of the current electronic citation filing process

### **Georgia Electronic Citation Processing System (GECPS)**

Many of you already electronically file convictions to us each month in a variety of formats but the majority of you remain paper filers. We have completed implementing a more secure and accurate method of electronic file transmission from the courts to DMVS that includes a uniform format and protocol that must be used by all courts desiring to file electronically. **All current electronic filing courts must also convert from the old format and submission method to this new format and protocol.** The new electronic process requires each court to correct and resubmit any convictions containing errors and also offers the option to file Failure to Appear (FTA) documents and the FTA release electronically as well. We have created an area on our website [dmvs.ga.gov](http://dmvs.ga.gov) which provides the following information regarding this new process which we are calling the *Georgia Electronic Citation Processing System* (GECPS):

- An overview of GECPS
- A registration screen used to set up your account with DMVS
- A detailed *GECPS User Implementation Guide*

I urge each of you to sign on to our website today to register your court with our agency and to download a copy of the *User Implementation Guide*. After you register, a representative from the DMVS' Information Technology Division will contact you to provide additional instructions and information.

### **Full Discontinuation of the Current Electronic Citation Filing Process**

As stated above, the current electronic filing process used by many courts is now obsolete and is being replaced by the GECPS process. **As of July 1, 2005, DMVS will no longer accept any conviction reports processed electronically by any means other than via the GECPS process.** All courts who currently use the old format and method of transmission **must** be converted to the new process, as we will cease accepting any format other than GECPS on that date. If you have

not done so already, I urge you to meet with your IT Department or vendor immediately to make plans for moving to the GECPS process before July 1<sup>st</sup>.

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If you have any questions or concerns about any item discussed in this memorandum, please do not hesitate to call on us for assistance. We appreciate your cooperation as we strive to continually improve our service to you.

JD/trp

cc: Marty Horne, Deputy Commissioner  
Wayne Phillips, CIO  
Chip Curl, COO  
Jennifer Ammons, General Counsel  
Cathy Malone, CFO  
Ross Potts, Director Information Technology-Enterprise Operations  
Ronny Johnson, Director Driver Services  
Harriet Dye, Director Information Technology-Enterprise Systems  
Loraine Piro, Information Technology Section Manager  
Darien Mize, Driver Services

## 1.2 Purpose

During the 2003 Session, the Georgia General Assembly passed Senate Bill 229 (SB229). The core of this legislation stated that by July 1<sup>st</sup>, 2003, any court within the state of Georgia having jurisdiction over offenses that fall under the regulation of motor vehicle operation will receive \$0.40 per disposed Uniformed Traffic Citation (UTC), if the UTC is transmitted to the Georgia Department of Motor Vehicle Safety (DMVS) electronically. If a court were to transmit the disposed UTC by any other means, the court would receive \$0.10 per UTC (See Appendix 7.1).

The goal of this legislation is to encourage Georgia courts to promptly deliver all mandatory AND points bearing convictions for Georgia Drivers AND any traffic citation for Out of State Drivers to DMVS within the mandated 10 days of conviction.

The purpose of this Guide is to provide courts with the information necessary to implement a standardized electronic solution for transmitting Uniform Traffic Citations prescribed by SB229 and DMVS.

The most current version of this guide will be posted on the DMVS web site at <https://online.dmv.ga.gov/gecps/>. Check the website periodically as this guide is updated frequently.

## 1.3 Program Overview

The **Georgia Electronic Citation Processing System (GECPS)** is owned and maintained by DMVS while the information reported is stored in databases residing on the State of Georgia Mainframe computer operated by the Georgia Technology Authority (GTA). The operation of this system is not contracted with any outside entity. DMVS does not disclose or allow the purchase of any Citation information submitted except through the legislatively mandated Motor Vehicle Reporting (MVR) processes.

GECPS is available and applies to all Georgia courts authorized to dispose of Uniformed Traffic Citations. The methods for transmitting Citation records to DMVS must comply with the standards directed in this guide.

### **Courts should only transmit the following documents electronically:**

1. DPS-32 – Uniform Traffic Citation, Summons, Accusation/Warning (UTC).
2. DS-912 Failure to Appear – Home Jurisdiction Copy (FTA) for Georgia licensed or Georgia ID issued violators only.
3. DS-912 Home Jurisdiction-Suspension Withdrawal (FTA Withdrawal, also called an FTA Release) for Georgia licensed or Georgia ID Issued violators only.

**Courts should NOT attempt to transmit the following documents:**

1. DS-1242 – Report of Conviction for Possession of Controlled Substances or Marijuana.
2. DS-32C – Report of Conviction for Violation of Motor Vehicle Laws.
3. DS-1137 – Juvenile Court Report of Suspension

- **Continue transmitting the DS-1242, DS-32C, and DS-1137 to DMVS by mailing the documents to DMVS Headquarters in Conyers, Georgia.**

**Georgia Residents**

Every disposed UTC involving a Georgia resident that violated a law(s) of this state or ordinance adopted by a local authority regulating the operation of motor vehicles on highways is permissible to be transmitted to DMVS.

Any UTC convicting a Georgia resident that does **NOT** fall under law(s) of this state or ordinance adopted by a local authority regulating the operation of motor vehicles on highways is **NOT** permissible to be transmitted to DMVS (i.e. any violation that is not related to the operation and regulation of a motor vehicle). Any UTC that is transmitted to DMVS that does not meet the above criteria will not be processed, nor will the court receive \$0.40 for that UTC. These UTC records will be dropped.

**Permissible Legal Codes**

The following list of Georgia Legal Codes are the only violations DMVS will accept, process, and pay the mandated \$0.40 per UTC. If the violator is a nonresident, the UTC, FTA, and/or FTA Withdrawal (FTA Release) records will be accepted without consideration of the GA Legal Code. This is to accurately notify the state of record.

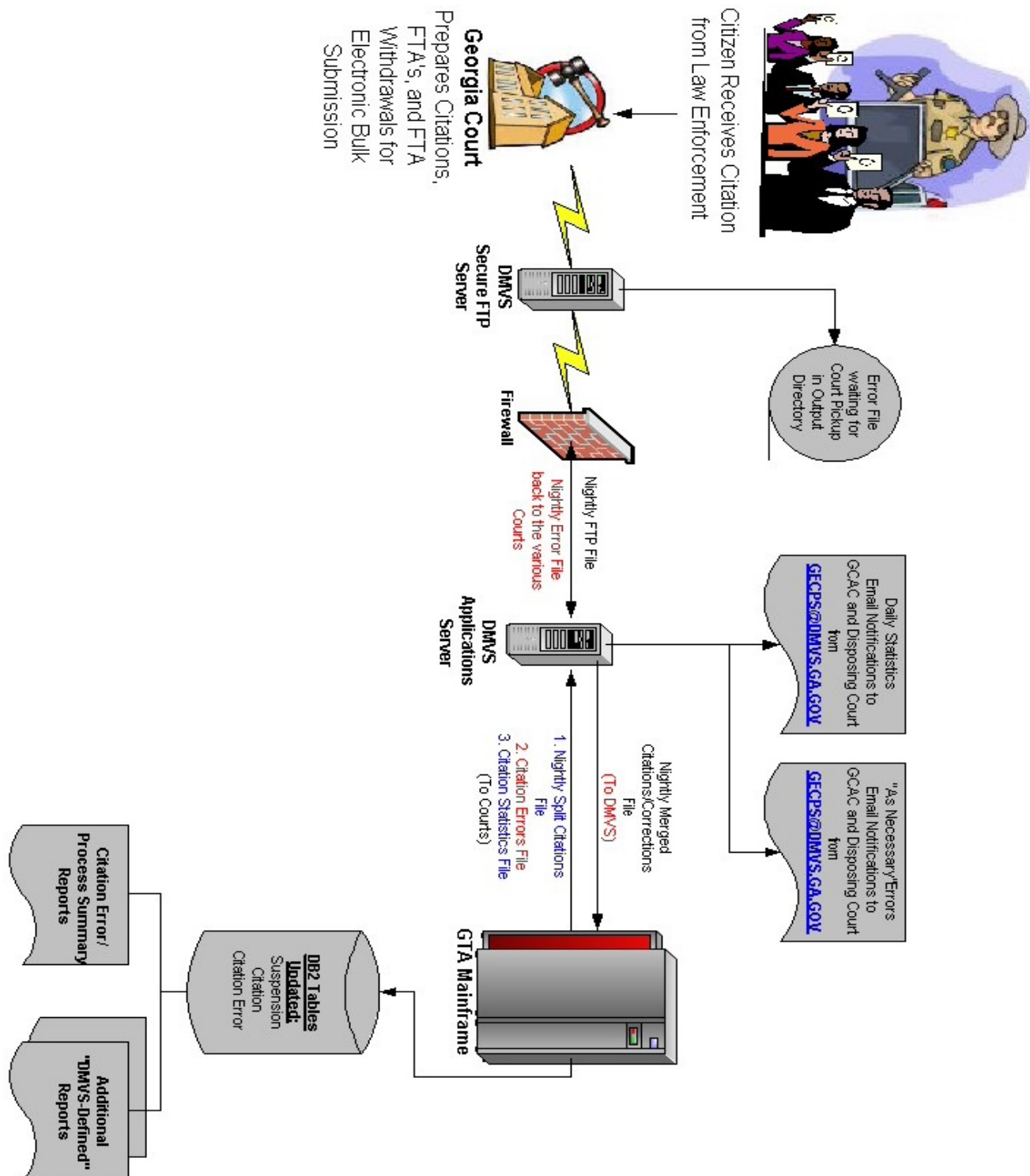
- *List being compiled by DMVS Driver Services Division.*  
*See updates online at: <https://online.dmv.ga.gov/gecps/>*

**Nonresidents of Georgia**

Every UTC convicting a nonresident of Georgia should be transmitted to DMVS. Regardless of the violation, the state or record will be notified of the violation(s). This will ensure the state of record will receive all citations that may be retained by the state agency that handles traffic convictions and accurately reflect the driver's history.

## 1.4 High Level Process Flow

This is a visual overview of GECPS.



## Section 2.0 Forwarding Process Overview

### 2.1 Court Record Forwarding Process

DMVS has defined the permissible method of electronic data transmission, through an overnight batch processing via Secure File Transfer Protocol (SFTP). Courts will transmit files containing multiple records that can include UTC, FTA, and FTA Withdrawal (FTA Release) records.

- Courts must submit records with all pertinent information recorded on a UTC, FTA, or FTA Withdrawal (FTA Release). The format for a court's file (group of records) and the content of each record must comply with DMVS standards as defined in **Section 5** of this guide.
- **Courts are responsible for obtaining the front-end solution for data entry of all electronic documents. The data must be submitted in the format specified and prepare the data for electronic transmission.**
- DMVS recommends a data entry and transmission immediately after any court session that results in the disposition of traffic citations. Each data file must contain a header and footer record as defined in Section 5 of this guide.

### 2.2 DMVS Record Receiving Process

- Court files are processed nightly by DMVS and will undergo initial edit checks via the SFTP and APPS servers. Files that do not meet the initial edit criteria are rejected and returned to the appropriate Court in the output folder on the SFTP Server. Files with no initial errors are loaded into GECPS for nightly processing. After GECPS processing, invalid records are returned with the appropriate error codes. A statistical summary report detailing the processing of the file(s) is sent to the email address(es) specified in the header record of the original file. Email addresses are provided by the court (see section 5.2).

### 2.3 Court Error Correction Process

- Any file that contains incorrect information in the header and trailer records will be returned with no data records processed. Specifications for header and trailer records can be found in Section 5 of this guide.
- DMVS will evaluate each record submitted by the court. Each record will be filtered through detailed edit checking and error handling routines. If errors are detected, the individual record will be returned to the court for correction. Appropriate error codes will be returned with the record. These error codes can be found in section 5 of this guide.
- An email notification with process status will be sent to email addresses specified by the court.



- Courts **MUST correct AND return all records in error to DMVS immediately upon notification of errors to ensure compliance with the 10 day processing deadline.**
- The Georgia Department of Motor Vehicle Safety Commissioner may define other processing criteria at a future date.

## Section 3.0 Forwarding Requirements

### 3.1 Types of Transactions

DMVS has defined three valid types of transactions:

- New Transactions – Courts approved to subscribe to GECPS may transmit new transactions. These transactions will be identified within each record of every file submitted. In each record, the transaction code will determine the type of record received. Every newly submitted DPS-32 Citation Record (UTC) will have a “CN” as the transaction code. Every newly submitted DS-912 Failure to Appear will have a “FN” as the transaction code. Every newly submitted DS-912 Failure to Appear Withdrawal (FTA Release) will have a “WN” as the transaction code.
- Error Transactions – All error transactions will be initiated by DMVS. These records will be in response to new transactions or corrected transactions from the courts to DMVS. No court will transmit any error transactions to DMVS. Every DPS-32 Citation Record (UTC) in error will have a “CE” as the transaction code. Every DS-912 Failure to Appear in error will have a “FE” as the transaction code. Every DS-912 Failure to Appear Withdrawal (FTA Release) in error will have a “WE” as the transaction code. These records will be returned to the disposing court for correction.
- Corrected Transactions – DMVS will send all records in error back to the disposing court. Upon receipt of error records, the court must review the error code(s) transmitted with the citation/FTA/FTA Withdrawal (FTA Release) record in error and resubmit the corrected record within the next new batch file the court transmits to DMVS. Every corrected DPS-32 Citation Record (UTC) will have a “CC” as the transaction code. Every corrected DS-912 Failure to Appear will have a “FC” as the transaction code. Every corrected DS-912 Failure to Appear Withdrawal (FTA Release) will have a “WC” as the transaction code. Include the original batch number in position 340 of the corrected record (see section 5.3.1).

## 3.2 Types of Records

DMVS has defined three valid types of record:

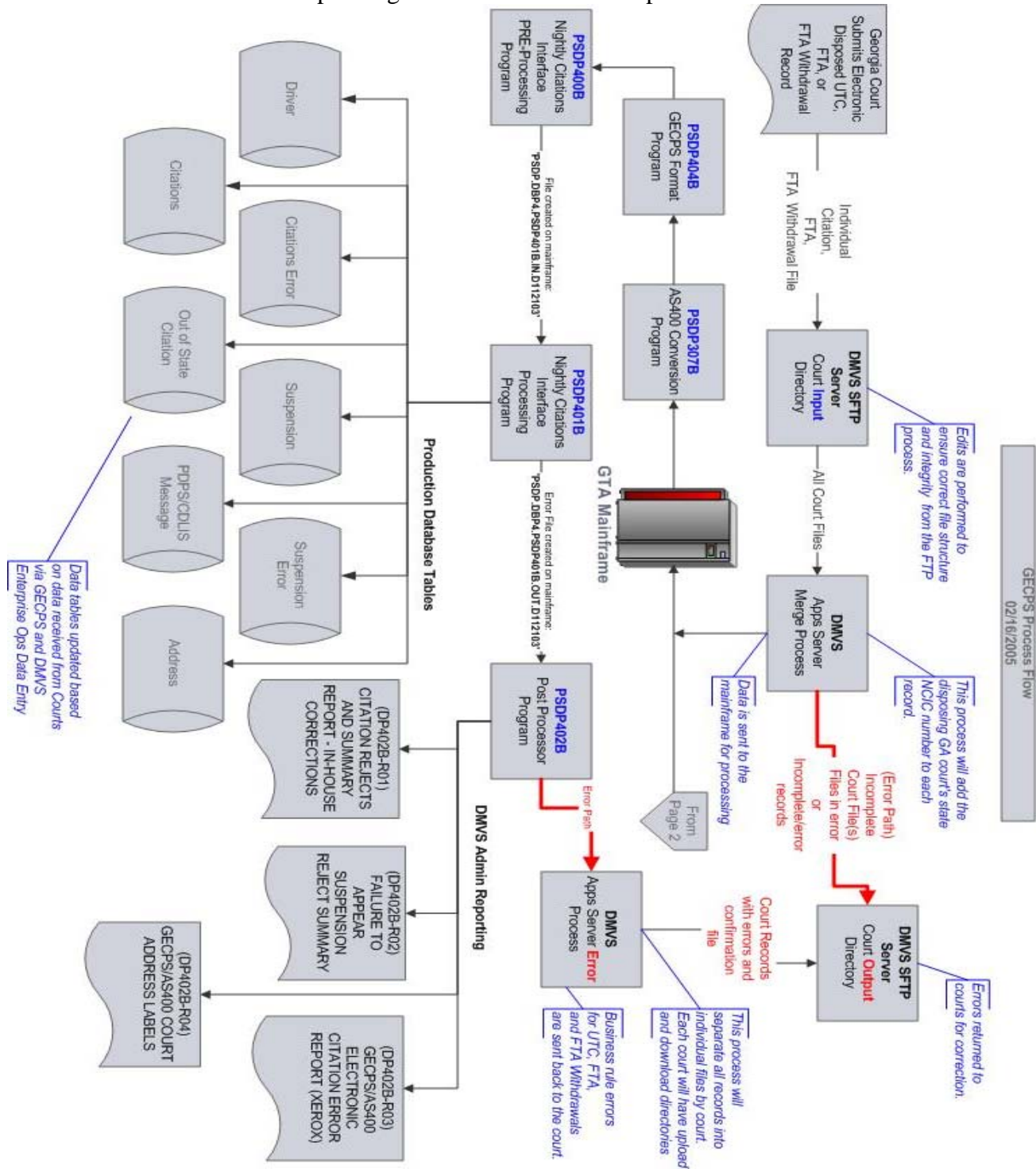
- UTC Record – A *Citation* record type can be used for either a new transaction or a correction transaction. This type will be identified by the “C” in the transaction code.
- FTA Record – A FTA record type can be used for either a new transaction or correction transaction. This type will be identified by the “F” in the transaction code.
- FTA Withdrawal (FTA Release) Record – An FTA Withdrawal, also called an FTA Release record type can be either a new transaction or a correction transaction. This type will be identified by the “W” in the transaction code.

## Section 4.0 Technical Specifications

### 4.1 SFTP Specifications

#### 4.1.1 SFTP Process Diagram

This is an in-depth diagram of how the GECPS process flows.



#### 4.1.2 SFTP Process Flow

The following steps describe an overview of how records are sent, received, and processed by GECPS.

- After the registration process is completed (**Section 6**), the Court will have access to a SFTP directory created and named using the assigned National Crime Information Code (NCIC). Three sub-directories will also be created under the NCIC folder called “Input”, “Output” and “Misc.”
- The “Input” sub-directory is where the Court will upload files TO DMVS. The “Output” sub-directory is where DMVS will send error files and messages back to the Court. The “Misc.” sub-directory will only be used on occasion for special reports.
- DMVS will collect the files from all the “Input” sub-directories nightly and begin the initial edit validations (header, footer, record layouts, etc.). If a file sent by a court is found to have formatting errors or is an incomplete transmission, the entire file will be rejected and immediately sent to the “Output” sub-directory. Directories will not be available to Courts between 11pm and 8am EST.
- DMVS will merge all valid NCIC files into a single file to be sent to the GECPS mainframe application. No sorting will be done within a file so a court’s records will be processed in the order received. If two or more files are found in a single NCIC “Input” sub-directory, the files will be processed by batch number order (See Section 5.1).
- After nightly processing is completed, GECPS will send a single merged file back to the SFTP server. This merged file will contain all errors found after GECPS processing. The SFTP server will split the merged file and populate the appropriate NCIC “Output” sub-directory.

#### 4.1.3 SFTP Encryption Specifications

The following information defines the specifications needed in order to transmit to the DMVS SFTP Server.

**Hostname:** sftp.dmvs.ga.gov Port: 22 Protocol: SFTP

**Supported Ciphers:** AES 256, Twofish, and Blowfish

**Supported MACs:** SHA1, SHA1-96

**Key Exchange:** Diffie Hellman Group1, Diffie Hellman Group Exchange

**SSH Version:** SSH2.0

##### **Possible Software Solutions:**

There are many software vendors that provide SFTP software capable of successfully transmitting as prescribed. DMVS will **NEITHER** recommend **NOR** endorse any vendor. Please check with these companies for either a *manual* and *automated* transmission solution. There are some vendors that provide *FREE* software. Many vendors will give out evaluation versions.

DMVS uses the following SFTP software (unrelated to GECPS) from the following vendors:

##### **VanDyke SecureFx client** - ([www.vandyke.com](http://www.vandyke.com))

DMVS uses VanDyke's [manual process](#). The IDE (Integrated Development Environment) allows for smooth integration with other applications for manual processes. It also has easy session settings for connection. The [automated process](#) has command line options to get and PUT files. However, it doesn't support deleting files from the command line.

##### **Pragma Remote Clients** - (<http://www.pragmasys.com/SecureShell/>)

The [manual process](#) has a very limited GUI (Graphical User Interface) front-end. Pragma Systems, Inc. has developed [automated process](#) specifically for clients of DMVS. This software has an automatic logon process through a command line. This [automated process](#) can NOT be downloaded from the web but can be requested directly. This software developed for DMVS clients. It also has an option to delete files.

Pragma Systems, Incorporated – Direct Contact Information:

**Zahid Rashid**, Manager of Business Development

Phone: (512) 947-7936 Email: [zrashid@pragmasys.com](mailto:zrashid@pragmasys.com)

These SFTP software providers also warrant consideration:

<http://putty.gyron.net/>

[http://www.ipswitch.com/Products/WS\\_FTP/](http://www.ipswitch.com/Products/WS_FTP/)

## Section 5.0 Data Element Specifications

This section includes a definition or and validation edits for each data element. Some of the data elements are optional and not required for reporting. Failure to pass all the validation edits will result in a record being returned in error to the court. All errors require corrections and resubmission to DMVS. **All record types (header, detail, and trailer) are in a fixed 350-byte format. Each record should be followed by a carriage return/linefeed (CR/LF) delimiter. All files should also end with an end of file (EOF) delimiter. Put an “X” in the 350<sup>th</sup> position of EACH record and record type.** DMVS will process records and store information on various database tables that reside on the GTA mainframe.

### 5.1 File Naming Conventions

- **Input Sub-directory Naming Convention**

Files being sent to DMVS via the Input sub-directory must be named “StateCodeNCIC\_BatchNumber.txt” (e.g. GA123456J\_0000000001.txt). The batch number must have uniquely defined number (generated by the court) **AND** must be **ten** (10) positions long (e.g. 0000000001). **Use leading zeroes, if necessary, to pad the batch number the required ten (10) positions.** This will allow the court the option of transmitting multiple files in a single day if necessary. If multiple files are sent on any given day, each file must have a unique batch number.

- **Output Sub-directory Naming Convention**

If DMVS rejects an entire file from a court (no records are processed) or if DMVS processed a file and found errors, then these files will be sent back to the court for correction. The file in a court’s Output sub-directory will be named “StateCodeNCIC\_BatchNumber\_err.txt” (e.g. GA123456J\_0000000001\_err.txt). When returning these files after correction, the “\_err” portion should be removed before retransmitting to the SFTP sub-directory (e.g. GA123456J\_0000000001\_err.txt should be corrected and renamed to GA123456J\_0000000001.txt).

## 5.2 Header Record Requirements (350-Byte Record)

All fields are left justified and space filled unless specified otherwise.

FIELD POSITION	FIELD NAME	BYTES	FIELD COMMENTS:
1	Record Header	5	Value must be “Start”
6	Transaction Mode	1	T = Test P = Production
7	Record Header ID	9	Court State Code + NCIC Number (e.g. GA123456J)
16	Batch Number	10	Court Generated numeric number
26	Email-Notification-1	50	Court provided email address for notification/correspondence purposes
76	Email-Notification-2	50	Court provided email address for notification/correspondence purposes
126	Email-Notification-3	50	Court provided email address for notification/correspondence purposes
176	Filler	174	For DMVS usage only.
350	End of Header Record	1	Value should be an “X”.

Item 1 – **Record Header** is the data field naming convention for the first field in the first record of the file. This field can be populated with “START” in upper or lower case letters. The entire file will be rejected if the Header Record is populated incorrectly.

Item 2 – **Transaction Mode** is used to identify the type of transmission. Initially, the court will have to go through a testing of transmission processes. “T” for test will allow for this testing. Once testing has been complete, “P” should be used to submit transactions for live production processing. If populated incorrectly or left blank, the file will be returned in error. A transaction mode of “P” will error if DMVS has NOT approved a court for production processing.

Item 3 – **Record Header ID** is used to identify which Court is sending the file. The “NCIC” code includes the state code (GA) and the 7-digit unique identifier used to represent the owner of the data being sent to DMVS. The NCIC code is also used to send errors and statistical summary reports back to a court. If the NCIC code is **not** in the header, the entire file **will be rejected**. The batch number MUST be 10 characters long. If the batch number assigned is not 10 positions long, include leading zeroes in order to adhere to format.

Item 4 - **Filler** should be left blank.

**Item 8 – End of Header Record Marker must have the value of “X”.**

## 5.3 Data Record Requirements

All fields are left justified and space filled unless specified otherwise.

### 5.3.1 UTC Record Requirements (350-Byte Record)

Each UTC record must follow this detailed format. All fields are left justified and space filled unless specified otherwise.

FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
1	Transaction Code	YES	2	CN = Citation New, CC=Corrected Citation, CE= Citation Error. <b>When CE, record is being returned to Court.</b>
3	Filler	N/A	18	Leave Blank
21	Court Case Number	YES	15	Number used by court to identify and/or track their copy of the citation.
36	Issuing Agency's NCIC state code.	YES	2	National Standard State Code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation – 1 <sup>st</sup> 2 characters of NCIC code. e.g. 'GA'.
38	Issuing Agency's NCIC Number	YES	7	NCIC number on the citation. This is the National standard state code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation. <b>Example for the Georgia State Patrol would be 'GSP3600'.</b>
45	Citation Number	YES	11	Preprinted number at the top right of the citation – Right Justify Zero fill (example: 00001254877).
56	Violation Date	YES	8	Format: CCYYMMDD (ex. 20031225 = December 25, 2003)
64	Violation County	YES	25	County Name the violation occurred.
89	GA or State Code for Driver License	YES	2	'GA' or state abbreviation for out-of-state drivers
91	Drivers License number	YES	25	Left justify with proceeding space fill (Example: '12345789 _____').
116	Name		35	<b>Format:</b> Last, First, Middle, Suffix Note: There is a comma between Last, First, Middle, and Suffix. (Example: <b>Doe,John,Billy,III</b> ). <b>No spaces unless part of the name.</b>
151	Address	YES	35	Space fill or Address required if Drivers License Number is omitted. <b>For non-Georgia licensees, please ensure this field is filled.</b>



<b>FIELD POSITION</b>	<b>FIELD NAME</b>	<b>Required?</b>	<b>BYTES</b>	<b>FIELD COMMENTS:</b>
186	City	YES	15	Space fill or City required if Drivers License Number is omitted. <b>For non-Georgia licensees, please ensure this field is filled.</b>
201	State	YES	2	Space fill or State required if Drivers License Number is omitted. <b>For non-Georgia licensees, please ensure this field is filled.</b>
203	Zip	YES	9	Zero fill or Left justify Zip required if Drivers License Number is omitted (example: 303031234) no hyphen. <b>For non-Georgia licensees, please ensure this field is filled.</b>
212	Date of Birth	YES	8	CCYYMMDD
220	GENDER	YES	1	M = Male or F = Female <b>(must NOT be blank)</b>
221	Accident Indicator	YES	1	To indicate the violation involved an accident, where: Y = Accident      N = No
222	Actual Speed	*See Field Comments →	3	Right justified and leading zeroes fill. *If speed violation 406181, the speed and limit are required. For all other legal codes must be zero-filled.
225	Speed Limit	*See Field Comments →	2	Required for speeding violation, indicating speed limit or zero fill.
227	Blood Alcohol Count	*See Field Comments →	3	Used with DUI – right justify and zero fill. For example 185 for .185% BAC or 080 for .080% BAC. Required if person under 21 years old.
230	Violation. GA Legal Code	YES	12	Left-justify, space fill, no punctuation (i.e. dashes).
242	Vehicle Tag	YES	10	Left Justify, if available.
252	Commercial Vehicle	YES	1	Y = Yes, N = No
253	Commercial Driver Flag	*See Field Comments →	1	Y=Yes/N=No
254	FILLER	N/A	1	SPACE FILL
255	Hazardous Material	*See Field Comments →	1	Y = Yes or N = No
256	Disposition Date	YES	8	Disposition Date: CCYYMMDD. <b>Must be Greater than VIOLATION DATE.</b> (ex. 20031225 = December 25, 2003)

FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
264	Disposition Code	YES	1	Outcome of court decision, where; 1 = Convicted, 2 = Bond Forfeiture, 3 = Plead Guilty, 4 = Nolo. <b>ANY OTHER CODE WILL BE REJECTED</b>
265	Court Suspension/ Revocation	*See Field Comments →	1	Court Suspension/Revocation indicator where; 0 = No Suspension / Revocation 1 = Court Suspension 2 = Court Revocation 4 = No points assessed due to driver's completion of improvement course(s). Must accompany a court order noting the "no points" condition. For court suspension there <u>must</u> be a corresponding suspension length (pos nnn- <del>nnn</del> ). All Mandatory citations will generate a state level suspension. Space fill this field unless the court is adding an additional court imposed suspension to the one automatically generated by DMVS.
266	Court Suspension Expiration Years	*See Field Comments →	1	Required if Court Suspension/Revocation Flag set to: 1, 2, 3, or 4. Court ordered suspension expiration years or zero fill
267	Court Suspension Expiration Months	*See Field Comments →	2	Required if Court Suspension/Revocation Flag set to: 1, 2, 3, or 4. Court ordered suspension expiration months or zero fill
269	Court Suspension Expiration Days	*See Field Comments →	3	Required if Court Suspension/Revocation Flag set to: 1, 2, 3, or 4. Court ordered suspension expiration days or zero fill.
272	License Disposition Code.	YES	1	Y = License mailed to DMVS, N = Not mailed to DMVS. <b>L = Lost License Affidavit.</b>
273	Filler	N/A	11	For DMVS Usage only.
284	Drivers License Class	*See Field Comments	2	Class of License * Required when License Disposition Code = 'Y'.
286	Drivers License Issue Date	*See Field Comments	8	Format: CCYYMMDD * Required when License Disposition Code = 'Y'. (ex. 20031225 = December 25, 2003)

<b>FIELD POSITION</b>	<b>FIELD NAME</b>	<b>Required?</b>	<b>BYTES</b>	<b>FIELD COMMENTS:</b>
294	Service Indicator	YES	1	0 = None 1 = Habitual Violator 2 = Suspension/Revocation 9 = Unknown This code comes from DPS-1190, official notice of Suspension and service by court.
295	Interlock Code	YES	1	Valid codes: 'Y' = Yes: Interlock ordered, 'N' = No Order
296	Total Citation Fine Amount	YES	7	Right justified zero fill. For cents, include decimal point and 2 positions for cents. Include all add-on charges in this amount.
<b>303</b>	<b>Error Code – 1</b>	<b>N/A</b>	<b>4</b>	<b>Error code generated by DMVS on CE, FE, and WE.</b>
<b>307</b>	<b>Error Code – 2</b>	<b>N/A</b>	<b>4</b>	<b>Error code generated by DMVS on CE, FE, and WE.</b>
<b>311</b>	<b>Error Code – 3</b>	<b>N/A</b>	<b>4</b>	<b>Error code generated by DMVS on CE, FE, and WE.</b>
<i>315</i>	<i>Fatal Accident Flag</i>	<i>NO</i>	<i>1</i>	<i>FOR FUTURE USE</i>
316	Court Microfilm Number	*See Field Comments	11	If the data was microfilmed at the court, please enter the numeric data here. If no number, fill with zeroes.
327	FILLER	N/A	7	DMVS use only
334	FILLER	N/A	6	Space for future fields
340	Batch Number	N/A	10	Loaded by DMVS from the header record from the court. Courts should leave this blank on a new citation (CN). Court must load the original batch number on all citation correction (CC) records.
<b>350</b>	<b>End of Record Marker</b>	<b>YES</b>	<b>1</b>	<b>Field will have an X.</b>

**Position #1** – The **Transaction Code** can be either Citation New (CN) or Citation Correction (CC). “N” is for new transmissions of a UTC. “C” is for corrected UTCs that are being resubmitted. See Position #340 for detailed instructions on any “CC” transaction.

If DMVS sends a record back to the courts for correction, it will have the transaction code of Citation Error (CE) in the transaction code. Additionally, the batch number from the original batch will reside in the record being sent back to the courts. The courts will not use the “CE” transaction code to send back to DMVS. The corrected record will use the “CC” transaction code with the original batch number in the corrected record.

### 5.3.2 FTA Record Requirements (350-Byte Record)

All fields are left justified and space filled unless specified otherwise.

FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
1	Transaction Code	YES	2	FN = FTA New, FC= FTA Change, FE= FTA Error <b>When FE, record is being returned to Court</b>
3	<b>Filler</b>	N/A	18	<b>Leave Blank</b>
21	Court Case Number	YES	15	Number used by court to identify and/or track their copy of the citation.
36	Issuing Agency's NCIC state code.	YES	2	National standard state code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation – 1 <sup>st</sup> 2 characters of NCIC code. e.g. 'GA'
38	Issuing Agency's NCIC Number	YES	7	NCIC number on the citation. This is the National standard state code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation. <b>Example for the Georgia State Patrol would be 'GSP3600'.</b>
45	Citation Number	YES	11	Preprinted number at the top right of the citation – Right Justify Zero fill (example: 00001254877)
56	Violation Date	YES	8	Format: CCYYMMDD
64	<b>Violation County</b>	YES	25	County Name the violation occurred. Stated as "LOCATION OF VIOLATION" on the physical FTA.
89	GA or State Code for Driver License	YES	2	'GA' or state abbreviation for out-of-state drivers
91	Drivers License number	YES	25	Left justify with proceeding space fill (Example: <b>'12345789_____'</b> ).
116	Name		35	Format: Last, First, Middle, Suffix Note: There is a comma between Last, First, Middle, and Suffix. (Example: <b>Doe,John,Billy,III</b> )
151	Address	YES	35	Space fill or Address required if Drivers License Number is omitted. <b>For non-Georgia licensees, please ensure this field is filled.</b>
186	City	YES	15	Space fill or City required if Drivers License Number is omitted. <b>For non-Georgia licensees, please ensure this field is filled.</b>
201	State	YES	2	Space fill or State required if Drivers License Number is omitted. <b>For non-Georgia licensees, please ensure this field is filled.</b>
203	Zip	YES	9	Zero fill or Left justify Zip required

FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
				if Drivers License Number is omitted (example: 303031234) <b>no hyphen</b> . <b>For non-Georgia licensees, please ensure this field is filled.</b>
212	Date of Birth	YES	8	CCYYMMDD
220	GENDER	YES	1	M or F ( <b>must NOT be blank</b> )
221	Filler	N/A	9	Leave Blank
230	Violation. GA Legal Code	YES	12	Left justify, space fill, omit punctuation, i.e. dashes. (Note: <b>On the actual physical document the field is called "SECTION VIOLATED"</b> ).
242	Vehicle Tag	YES	10	Left Justify, if available.
252	FILLER	N/A	44	Leave Blank
296	Total Citation Fine Amount	YES	7	Right justified zero fill. For cents, include decimal point and 2 positions for cents. Include all add-on charges in this amount.
303	Error Code – 1	N/A	4	Error code generated by DMVS on CE, FE, and WE.
307	Error Code – 2	N/A	4	Error code generated by DMVS on CE, FE, and WE.
311	Error Code – 3	N/A	4	Error code generated by DMVS on CE, FE, and WE.
307	FILLER	N/A	25	Leave Blank
340	Batch Number	N/A	10	Loaded by DMVS from the header record from the court. Courts should leave this blank on a new citation (CN). Court must load the original batch number on all citation correction (CC) records.
350	End of Record Marker	YES	1	Field will have an X.

### 5.3.3 FTA Withdrawal (FTA Release) Record Requirements (350-Byte Record)

All fields are left justified and space filled unless specified otherwise.

FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
1	Transaction Code	YES	2	WN = Withdrawal New, WC= Withdrawal Change, WE= Withdrawal Error. <b>When WE, record is being returned to Court</b>
3	Filler	N/A	18	Leave Blank
21	Court Case Number	YES	15	Number used by court to identify and/or track their copy of the citation.



<b>FIELD POSITION</b>	<b>FIELD NAME</b>	<b>Required?</b>	<b>BYTES</b>	<b>FIELD COMMENTS:</b>
230	Violation. GA Legal Code	YES	12	Left justify, space fill, omit punctuation, i.e. dashes. (Note: <b>On the actual physical document the field is called "SECTION VIOLATED"</b> ).
242	Vehicle Tag	YES	10	Left Justify, if available.
<b>252</b>	<b>FILLER</b>	<b>N/A</b>	<b>44</b>	<b>Leave Blank</b>
296	Total Citation Fine Amount	YES	7	Right justified zero fill. For cents, include decimal point and 2 positions for cents. Include all add-on charges in this amount.
<b>303</b>	<b>Error Code – 1</b>	<b>N/A</b>	<b>4</b>	<b>Error code generated by DMVS on CE, FE, and WE.</b>
<b>307</b>	<b>Error Code – 2</b>	<b>N/A</b>	<b>4</b>	<b>Error code generated by DMVS on CE, FE, and WE.</b>
<b>311</b>	<b>Error Code – 3</b>	<b>N/A</b>	<b>4</b>	<b>Error code generated by DMVS on CE, FE, and WE.</b>
307	FILLER	N/A	25	Leave Blank
340	Batch Number	N/A	10	<b>Loaded by DMVS from the header record from the court. Courts should leave this blank on a new citation (CN). Court must load the original batch number on all citation correction (CC) records.</b>
<b>350</b>	<b>End of Record Marker</b>	<b>YES</b>	<b>1</b>	<b>Field will have an X.</b>

#### 5.4 Footer Record Requirements (350-Byte Record)

All fields are left justified and space filled unless specified otherwise.

FIELD POSITION	FIELD NAME	BYTES	FIELD COMMENTS:
1	Record Header	5	Value must be “ <b>Stop</b> ” (the word stop, then a single space)
6	Record Footer ID	9	Court State Code + NCIC Number (e.g. <b>GA123456J</b> )
15	Number of Records Sent to DMVS	7	Required: Number of records sent by the courts in the upload file. Do not include the header and footer records in this count.
22	Submission Date	8	DMVS Generated
30	Number of records received	7	DMVS Generated
37	Number of records processed	7	DMVS Generated. This field will define number of records processed.
44	Filler	7	Reserved for future use.
51	Number of NON-MATCHING records held by DMVS.	7	DMVS Generated on an error file to be sent to the court. This field is the number of records processed successfully BUT not found in the driver's license database.
58	Error Code	2	<b>DMVS Generated. This field is populated when FTP errors occurred and DMVS will send the ENTIRE file back to the court and will NOT be processed.</b>
60	Number of Duplicate CITATIONS	7	DMVS Generated. This field will define the number of duplicate citations.
67	Number of DROPPED Citations	7	DMVS Generated. This field will define the number of citations that match the defined list of Georgia Legal Codes that DMVS accepts.
74	Total Error Records	7	Number of error records returned from the mainframe.
81	Filler	269	Reserved for future use.
350	End of Footer Record	1	Value should be an “X”.

Item 1 – **Record Footer** is used for naming the last record in the file. This first field of this record must always be populated with “STOP ” in upper case or lower letters. The entire file will be rejected if the Record Footer is populated incorrectly. The “STOP” should have a space (blank) afterwards (e.g. “STOP\_” underscore indicates blank space.).

Item 2 – **Record Footer ID** is another verification to identify which Court is sending the file. If the state code and NCIC are not in the footer record or if they do not match the state code and NCIC in the header, the entire file will be rejected.



Item 3 – **Number of Records Sent** is the total number of records sent by a court in the file. It is used to verify that all records were processed from the input file. The count should not include the header or footer record. If the number of detail records (UTCs + FTAs, + FTA Withdrawals) does NOT match the number in this field, the entire file will be rejected.

Item 4 – **Submission Date** is a field that will be populated by DMVS indicating the date as to when the file was received.

Item 5 – **Number of Records Received** is a field that will be populated by DMVS indicating the number of records received in a file. This number must match the number provided in Item 3.

Item 6 – During the error return process, the **Number of Error Records Returned** will be generated by DMVS and included in the file being returned to the court.

Item 7 – **Number of Records Matched** is the field that will be populated by DMVS indicating the number of records that were successfully processed and matched to an existing record in GECPS. This information will be provided in the email confirmation to the court confirming the processing of the data.

Item 8 – **Error Code** is the field that will be populated by DMVS indicating an initial edit error that caused an entire file to be rejected. The initial edit sequence will be checked by invalid NCIC, invalid header/footer record, record count error, and transaction mode error in that order. See section [7.7.2 Transmission Problems Email](#) for sample email the court will receive.

**Item 11 – End of Footer Record Marker must have the value of “X”.**

## 5.5 Error Codes and Definitions

### 5.5.1 File Error Codes

This section defines the error codes that will be used by DMVS upon returning an **ENTIRE** file for court correction.

Note: If any transmitted files have formatting or positional errors in the email address field(s), the entire file(s) will be processed by DMVS but NO emails will be sent out due to the email addresses are not correct. It is totally up to the court ensuring the email addresses are accurate and positioned correctly in the header record. The file(s) will be processed by DMVS but the “\_err” will not be added to the file name, file is in error. When this occurs, no email notification **can occur**.

Error Code	Error Description
01	Invalid Header <b>AND/OR</b> no “X” at the end of the record
02	Invalid Footer <b>AND/OR</b> no “X” at the end of the record
03	Invalid File Name
04	Invalid Record Length <b>AND/OR</b> no “X” at the end of the record
05	Invalid/Missing Batch Number
06	Duplicate New record received
07	Duplicate Correction record received
08	Trailer Record/Actual Detail Record Count Mismatch
09	Invalid NCIC State Code (disposing court)
10	Invalid NCIC Court Code (disposing court)
11	Not approved for PRODUCTION processing
13	SFTP Server Currently Unavailable, Try again later

This section defines error codes that will be used by DMVS upon returning **INDIVIDUAL RECORDS** for court correction.

### 5.5.2 Record Error Codes

Error Codes	Error Description
1003	Invalid Date – Violation Date, Disposition Date or Process Date
1007	Field must be numeric – Actual Speed, Speed Limit, Blood Alcohol, Court Suspension Years, Court Suspension Months, Fine Amount, or Court Suspension Days.
1009	Duplicate or Citation already on File
1010	Future Date – Violation Date, Disposition Date, or Process Date
2003	State Code is invalid (may be and invalid or unrecognized foreign country code)
2002	Driver Not Found (Georgia Driver was assumed based on data sent to DMVS)
2014	Gender Code is invalid
2033	Missing License State
2042	Multiple Drivers found on the DMVS database
2043	Drop Citation – Citation not required by DMVS
2046	Missing Violation Date
2048	Invalid or Missing Citation Number or Case Number
2049	Invalid Legal Code
2050	Drop Second Controlled Substance Violation
2051	Invalid Accident Flag (Must be ‘Y’ or ‘N’)

Error Codes	Error Description
2052	Actual Speed needs to be > 0 (for Legal Code 40-6-181)
2053	Speed Limit = 0 (for Legal Code 40-6-181)
2054	Speed Limit > Actual Speed (for Legal Code 40-6-181)
2055	Speed Limit > 70 (for Legal Code 40-6-181)
2057	Invalid Commercial Vehicle Violation Flag (Must be 'Y' or 'N')
2058	Invalid Hazard Material Flag (Must be 'Y' or 'N')
2059	Invalid Issuing Agency
2060	Invalid License Disposition Code (Must be 'Y', 'N', or 'L')
2062	Invalid Court Code
2063	Failed to locate the violation using the information provided.
2064	Invalid Service Indicator (Must be '0', '1', '2', or '9')
2066	Invalid Court Suspension Code (Must be '0', '1', '2', or '4')
2067	Invalid Court Disposition Code (Must be '1', '2', '3', or '4')
2077	Court Suspension Expiration Months > 12 OR Court Suspension Expiration Days > 363
2078	Failed to locate a suspension rule using the information provided
2079	Invalid Suspension Code
2093	Missing Driver State (Address)
2094	Missing Driver Address
2095	Missing Driver City
2096	Missing Driver Zip Code
2098	Invalid Court Code for Suspension
2106	Invalid Citation Source Code
2153	Missing Drivers License Class Flag when License Disposition Flag = 'Y' or 'L'
2177	Missing/Invalid Drivers License Issue Date when License Disposition Flag = 'Y' or 'L'
2188	Surrender Date cannot be less than Issue Date
2186	License not found when License Disposition Flag = 'Y' or 'L'
2197	FTA arrived after Citation
2195	Invalid Interlock Code (Must be 'Y' or 'N')
2196	Court Suspension Length specified but Court Suspension Code = 0
2223	Legal Code = 3323A2 "Possession by a Minor"
2227	Suspension could not be found
2232	Date of birth required
2278	Court Suspension Code Missing Court Suspension Expiration Fields > 0
2290	Missing Legal Code
2295	Actual speed > 150 (for Legal Code 40-6-181)
2296	Disposition Date is less than Violation Date
2297	Speed Limit < 15 (for Legal Code 40-6-181)
2342	Invalid CDL Flag (Must be 'Y' or 'N')
2346	Invalid Transaction Code
2710	Cannot submit FTA electronically for other state's driver, use form DS-912
2711	Cannot Negate FTA electronically for other state's driver, use form DS-912

## Section 6.0 Registration And Testing

### 6.1 GECPS Registration

The GECPS registration process establishes an account and contact information with DMVS.

1. The potential registrant goes to the GECPS Court Registration page at: <https://online.dmv.ga.gov/gecps/reg.aspx>, enters the pertinent information and clicks on the “Submit” button.
2. Each Court must have an NCIC code for use of the GECPS submission process. All data transmitted by a court must be submitted using the valid NCIC code for which they are registered. Any organization transmitting data for multiple courts must identify individual court files using the unique NCIC code.
  - If the court does not have an NCIC, prior to registering, contact the GBI.
  - Additionally, all Georgia Court’s NCIC number **MUST** end with the letter “J” (e.g. GA123456J). If your NCIC does NOT, contact GBI **prior to registering** to receive another NCIC number.
  - **GBI Contact Information** to receive new NCIC (a.k.a. ORI):  
**Isaac E. Beard**, CJIS Network Data Communication Analyst  
Georgia Crime Information Center  
EMAIL: [Isaac.Beard@gbi.state.ga.us](mailto:Isaac.Beard@gbi.state.ga.us)  
Phone: 404.270.8428

\*\*\*\*\*  
**ATTENTION: ALL VENDORS that support MULTIPLE COURTS**  
\*\*\*\*\*

**Please send an email to [GECPS@dmvs.ga.gov](mailto:GECPS@dmvs.ga.gov) with the information below in lieu of multiple entries on the registration site. “Multiple Court Registration - New GECPS Courts” MUST be in the subject line. The information below must be included for each court.**

Courts must provide the following information to be considered:

**General Information**

Court Name, NCIC, Court’s Federal Tax ID, Business Phone Number, Fax Number, **Mailing** Address, City, **JURISDICTION COUNTY**, GEORGIA (state is defaulted), Postal Code (Zip Code)

**Primary Business Contact Information**

First Name, Middle Initial, Last Name, Phone Number, Fax Number, Email Address

**Primary Technical Contact Information**

First Name, Middle Initial, Last Name, Direct Phone Number, Fax Number, Email Address

**Vendor Information (if applicable):**

Contact Person’s Name, Mailing Address, City, State, Phone Number

3. When completion of registration request, the email addresses entered on the website will receive an auto-generated message confirming the request.
- Sample email generated after GECPS registration request.

**From:** GECPS@dmvs.ga.gov  
**Sent:** Tue 7/20/2004 11:16 AM  
**To:** Judge Joseph Dredd  
**Subject:** GECPS Registration Received!

DMVS has received your court's request for GECPS registration.

Please review and download the GECPS User Implementation Guide to prepare your front-end application(s) to interface with GECPS at: <https://online.dmvs.ga.gov/gecps/guide.aspx>.

GECPS will transmit records in **error** back to the courts. All records in error transmitted back to the courts are for the purposes of **COURT CORRECTION** and **COURT RETRANSMISSION** of **CORRECTED RECORDS** to DMVS **PROMPTLY**. This includes all DPS-32 Uniform Traffic Citation, Summons, Accusation/Warning, DS-912 Failure to Appear, and DS-912 Failure to Appear Suspension Withdrawal (Failure to Appear Release) records.

**As of July 1, 2005, DMVS will NO LONGER accept any conviction reports processed electronically by any means other than via the GECPS process.**

You will be notified upon verification of the information provided in your registration EFORM.

If you have any questions, you may email DMVS at: [GECPS@dmvs.ga.gov](mailto:GECPS@dmvs.ga.gov).

NCIC: GA123456J  
Registration Received: 07/20/2004

4. DMVS will complete the SFTP setup. The NCIC number will become the Court Customer ID. The User ID(s) and Password(s) to log on to the SFTP Server will be administered by DMVS.

The SFTP logon information will be e-mailed to each Court's assigned GECPS Account Administrator who must distribute appropriately.

If there are any questions about **registering** for GECPS, please email DMVS at [GECPS@dmvs.ga.gov](mailto:GECPS@dmvs.ga.gov).

## 6.2 GECPS Testing

This testing section applies to all Courts desiring to submit UTC information electronically to DMVS.

Once the GECPS registration process is completed the Court may begin testing connectivity, validation of records, and error processing. GECPS processing in Test Mode mirrors Production Mode. You will be notified by DMVS personnel when testing is completed and the system is ready to receive production data.

### 6.2.1 Testing via SFTP

To test via SFTP, a court needs to ensure that the Transaction Mode indicator in a file's header record is marked "T" for test. All Courts transmitting via SFTP will be required notify DMVS before transmitting their initial load in Production Mode. Courts desiring to send test files after their initial load will be allowed to do so by indicating such in the header record. The test system will be similar to an actual production transmission.

If there are any questions about **testing** for GECPS, please email DMVS at [GECPS\\_TESTING@dmvs.ga.gov](mailto:GECPS_TESTING@dmvs.ga.gov) (NOTE: An underscore character "\_" separates **GECPS** and **TESTING** in this email address).

## Section 7.0 Appendices

7.1 **Senate Bill 229** was passed and signed into law during the 2003-2004 Georgia General Assembly's Legislative Session.

Senate Bill 229

By: Senators Lee of the 29th and Bowen of the 13th

**AS PASSED**

### AN ACT

To amend Code Section 40-5-53 of the Official Code of Georgia Annotated, relating to when courts are to send licenses and reports of convictions to the Department of Motor Vehicle Safety, so as to change certain provisions relating to forwarding of information and fees; to provide an effective date; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

#### SECTION 1.

Code Section 40-5-53 of the Official Code of Georgia Annotated, relating to when courts are to send licenses and reports of convictions to the Department of Motor Vehicle Safety, is amended by striking subsections (b) and (c) and inserting in lieu thereof the following:

"(b) Every court in each county of this state having jurisdiction over offenses committed under this chapter and Chapter 6 of this title or any other law of this state or ordinance adopted by a local authority regulating the operation of motor vehicles on highways shall forward to the department, within ten days after the conviction of any person in such court for a violation of any such law other than regulations governing speeding in a noncommercial motor vehicle for which no points are assigned under Code Section 40-5-57, standing, or parking, a uniform citation form authorized by Article 1 of Chapter 13 of this title. Notwithstanding any other provision of this title, in satisfaction of the reporting requirement of this subsection, the courts of this state may transmit the information contained on the uniform citation form by electronic means, provided that the department has first given approval to the reporting court for the electronic reporting method utilized. The department shall pay to the clerk of the court forwarding the required report 40¢ for each report transmitted electronically and 10¢ for each report transmitted otherwise; and notwithstanding any general or local law to the contrary, the clerk shall pay such fees over to the general fund of the city or county operating the court."

#### SECTION 2.

This Act shall become effective on July 1, 2003.

#### SECTION 3.

All laws and parts of laws in conflict with this Act are repealed.



## 7.2 DPS-32: Uniformed Traffic Citation (Sample)

## DPS-32 Sample Document - Front

DPS - 32 (1/02).

## UNIFORM TRAFFIC CITATION, SUMMONS, AND ACCUSATION

Court Case Number _____	NCIC Number _____	Citation Number _____
-------------------------	-------------------	-----------------------

Upon \_\_\_\_\_  
 Month \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_ at \_\_\_\_\_ ☐ A.M. ☐ P.M.  
 Operator License No. \_\_\_\_\_  
 License Class or Type \_\_\_\_\_ State \_\_\_\_\_ Endorsements \_\_\_\_\_ Expires \_\_\_\_\_  
 Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 DOB \_\_\_\_\_ Hair \_\_\_\_\_ Hgt. \_\_\_\_\_ Wgt. \_\_\_\_\_ Sex \_\_\_\_\_ Eyes \_\_\_\_\_  
 Veh. Yr. \_\_\_\_\_ Make \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_  
 Registration No. \_\_\_\_\_ Yr. \_\_\_\_\_ State \_\_\_\_\_  
 COMMERCIAL DRIVER LICENSE ☐ YES ☐ NO COMMERCIAL VEHICLE ☐ YES ☐ NO ACCIDENT ☐ YES ☐ NO  
 (ONE VIOLATION PER CITATION) ☐ DRIVER REQUESTED ACCURACY CHECK ☐ VASCAR ☐ LASER ☐ RADAR  
 Within the State of Georgia, did commit the following offense: SPEEDING - Clocked by ☐ PATROL VEHICLE ☐ OTHER  
 (Serial # \_\_\_\_\_ Calibration / Check \_\_\_\_\_ ) at \_\_\_\_\_ MPH in a \_\_\_\_\_ zone  
☐ DUI (Test Administered: ☐ BLOOD ☐ BREATH ☐ URINE ☐ OTHER ) DUI Test Results \_\_\_\_\_  
 TEST ADMINISTERED BY (If Applicable) \_\_\_\_\_  
 OFFENSE (Other than above) \_\_\_\_\_  
 in Violation of Code Section \_\_\_\_\_ of ☐ State Law ☐ Local Ordinance  
 REMARKS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  

WEATHER	(A) ROAD	(B)	TRAFFIC	LIGHTING	COMMERCIAL VEHICLE INFORMATION
<input type="checkbox"/> Clear	<input type="checkbox"/> Dry	<input type="checkbox"/> Concrete	<input type="checkbox"/> Light	<input type="checkbox"/> Daylight	<input type="checkbox"/> Commercial Vehicle Violation
<input type="checkbox"/> Cloudy	<input type="checkbox"/> Wet	<input type="checkbox"/> Blacktop	<input type="checkbox"/> Medium	<input type="checkbox"/> Darkness	<input type="checkbox"/> Hazardous Material Violation (PLACARD)
<input type="checkbox"/> Raining	<input type="checkbox"/> Ice	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heavy	<input type="checkbox"/> Other	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other			

 County of \_\_\_\_\_ and \_\_\_\_\_ miles \_\_\_\_\_ of (city) \_\_\_\_\_  
 on \_\_\_\_\_ at or near \_\_\_\_\_, or within (city) \_\_\_\_\_  
 at / on (secondary location) \_\_\_\_\_  
 OFFICER (Print) \_\_\_\_\_ Badge # \_\_\_\_\_ Div. \_\_\_\_\_

You are hereby ordered to appear in Court to answer to this charge on the \_\_\_\_\_ day of \_\_\_\_\_  
 at \_\_\_\_\_ ☐ A.M. ☐ P.M. in the \_\_\_\_\_ Court  
 at \_\_\_\_\_  
 City \_\_\_\_\_, Georgia.

**NOTICE:** This citation shall constitute official notice to you that failure to appear in Court at the date and time stated on this citation to dispose of the cited charges against you shall cause the designated Court to forward your driver's license number to the Department of Motor Vehicle Safety, and your driver's license shall be suspended. (Georgia Code 17-6-11 and 40-5-56) The suspension shall remain in effect until such time as there is a satisfactory disposition in this matter or the Court notifies the Department of Motor Vehicle Safety.

LICENSE DISPLAYED IN LIEU OF BAIL ☐ YES ☐ NO RELEASED TO \_\_\_\_\_  
 SIGNATURE ACKNOWLEDGES SERVICE OF THIS SUMMONS AND RECEIPT OF COPY OF SAME.

SIGNATURE \_\_\_\_\_

## ARRESTING OFFICER'S CERTIFICATION

The undersigned has just and reasonable grounds to believe, and does believe, that the person named herein has committed the offense set forth, contrary to law.

SIGNATURE \_\_\_\_\_ Signature of Arresting Officer \_\_\_\_\_ Badge # \_\_\_\_\_

AUTHORIZED AND APPROVED PURSUANT TO:  
CODE 40 - 13 - 1 - D.P.S. REG. 570.19

ISSUING DEPT. COPY

**SAMPLE**



# DPS-32 Sample Document - Back

## DATE \_\_\_\_\_ COURT ACTION AND OTHER ORDERS

The within complaint has been examined and there is probable cause for filing the same. Leave is hereby granted to file the complaint.

Complaint filed \_\_\_\_\_

Bail fixed at \$ \_\_\_\_\_ or cash deposit of \$ \_\_\_\_\_

Signature of person taking bail \_\_\_\_\_

Signature of person giving bail \_\_\_\_\_

Fine in the Amount of \$ \_\_\_\_\_ received as required by court schedule.

Signature of Clerk \_\_\_\_\_

Continuance to \_\_\_\_\_ Reason \_\_\_\_\_

Continuance to \_\_\_\_\_ Reason \_\_\_\_\_

Warrant Issued \_\_\_\_\_ Warrant Served \_\_\_\_\_

Waives Trial by Jury \_\_\_\_\_

ON ARRAIGNMENT, THE DEFENDANT PLEADS \_\_\_\_\_

## APPEARANCE, PLEA OF GUILTY AND WAIVER

I, \_\_\_\_\_ have been advised that I am being charged with \_\_\_\_\_ and that the maximum punishment that I can receive is \_\_\_\_\_ months imprisonment and/or a \$ \_\_\_\_\_ fine.

I have been advised of my rights to be represented by counsel and have counsel appointed to represent me if I am indigent, plead not guilty and be tried by a jury or a judge, confront the witnesses against me, and, not give incriminating evidence against myself. I hereby waive these rights, state that I have not been induced by any threat or promise to enter this plea and do freely and voluntarily enter my plea of Guilty.

This \_\_\_\_\_ day of \_\_\_\_\_

Accused \_\_\_\_\_

# **SAMPLE**

I, \_\_\_\_\_ have advised the above-named accused as indicated above of his/her rights, the nature of the case against him/her and the possible consequences of the plea as entered. I am satisfied that there is a factual basis for the guilty plea which the accused has entered and that it was entered freely and voluntarily with understanding of the nature of the charge and the consequences of the plea.

\_\_\_\_\_  
Judge

## DISPOSITION AND SENTENCE

Court \_\_\_\_\_ City \_\_\_\_\_

Defendant Pleads: ☐ (3) Guilty ☐ Not Guilty ☐ (4) Nolo Cont'd

Trial: ☐ Jury ☐ Court Adjudicated ☐ (1) Guilty ☐ Not Guilty

Other Action: ☐ (2) Bond Forfeiture ☐ Nolle Prossed ☐ No Bill ☐ No Record

Sentence: Amount Fine/Forfeiture \$ \_\_\_\_\_

\_\_\_\_\_ Days (Months) in jail \_\_\_\_\_ Traffic School \_\_\_\_\_ Days (Months) probation

Other order \_\_\_\_\_

Appeal Bond of \$ \_\_\_\_\_ filed (for \_\_\_\_\_ )

Appeal to \_\_\_\_\_ Court

As provided by law, I hereby certify that the information on this ticket is a true abstract of the record of this court or bureau in this case.

Disposition \_\_\_\_\_

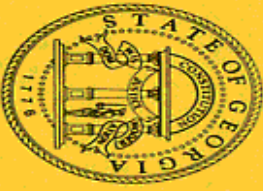
Date \_\_\_\_\_ Signature of Judge or Clerk \_\_\_\_\_

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## 7.4 DS-912 Failure to Appear Withdrawal (FTA Release) (Sample)

 <b>GEORGIA</b> <b>NONRESIDENT</b> <b>VIOLATOR COMPACT</b>									
<input type="checkbox"/> FAILURE TO APPEAR <input type="checkbox"/> D/L IN LIEU OF BAIL <input type="checkbox"/> D/L AS COLLATERAL			<b>NOTICE OF WITHDRAWAL OF SUSPENSION</b> A SIGNATURE OF THE VIOLATOR OR THIS VIOLATION MAY BE WITHDRAWN <b>SAMPLE</b> The conditions of the compact have been met. Authorized Signature _____ Date Settled _____						
CITATION NO.		CASE NO.		DATE OF VIOLATION		LOCATION OF VIOLATION		SECTION VIOLATED	
DESCRIPTION OF VIOLATION/CHARGE					FINE AND COSTS		TRIAL DATE		
<b>DRIVER'S LICENSE NUMBER</b>  <b>STATE</b>  <b>DATE OF BIRTH</b>  <b>NAME LAST</b>  <b>FIRST</b>  <b>MIDDLE</b>  <b>SEX</b>  <b>STREET ADDRESS</b>  <b>CITY</b>  <b>STATE</b>  <b>ZIP CODE</b>  <b>REGIS. (TAG) NO.</b>  <b>STATE</b>  <b>YEAR</b>  <b>MAKE</b>  <b>MODEL</b>				<b>NAME OF COURT</b>  <b>COURT CODE #</b>  <b>MAILING ADDRESS</b>  <b>CITY</b>  <b>STATE</b>  <b>ZIP CODE</b>  <b>TELEPHONE (AREA CODE AND NUMBER)</b>  <b>CERTIFIED BY:</b>  <b>DATE</b>		<b>REINSTATEMENT FEE IMPOSED</b>  <b>HOME JURISDICTION--SUSPENSION WITHDRAWAL</b>			

DS-912 **SAMPLE**  
 HOME JURISDICTION--SUSPENSION WITHDRAWAL

## 7.5 DMVS Rules and Regulations

DMVS Rules and Regulations associated with the GECPS project can be found at <http://www.dmv.ga.gov/rules/>.

## 7.6 License Classes

### **Valid License classes for Georgia Driver's Licenses:**

<b>Class</b>	<b>Class Description</b>
<b>A</b>	Tractor/truck trailer combination > 26,000 lbs
<b>AM</b>	Tractor/truck trailer combination > 26,000 lbs, and motorcycle
<b>AP</b>	Tractor/trailer learner's permit
<b>B</b>	Bus or straight truck >26,000 lbs
<b>BP</b>	Bus or straight truck learner's permit
<b>BM</b>	Bus or straight truck > 26,000 lbs, and motorcycle
<b>C</b>	Regular
<b>CM</b>	Regular plus Motorcycle
<b>CP</b>	Learner's permit
<b>D</b>	Provisional license
<b>DM</b>	Provisional license w/ motorcycle
<b>ID</b>	Identification card
<b>M</b>	Motorcycle
<b>MP</b>	Motorcycle learner's permit

## 7.7 Email Notification Examples

### 7.7.1 SFTP Transmission Successful Email

Note: All emails can have the **MODE** of **“TEST”** or **“PRODUCTION”**.

Note: The Court’s NCIC will be apart of the subject line of all GECPS-generated emails.

-----Original Message-----

**From:** GECPS@dmvs.ga.gov  
**Sent:** Thursday, January 29, 2004 11:49 AM  
**To:** [CourtClerk@TestCourt.com](mailto:CourtClerk@TestCourt.com), [DataEntryManager@TestCourt.com](mailto:DataEntryManager@TestCourt.com),  
[IT\\_Manager@TestCourt.com](mailto:IT_Manager@TestCourt.com)  
**Subject:** GA123456J SFTP Successful

NCIC: GA123456J  
Batch Number: 1234567890  
Date Submitted: 01/15/2004  
Mode: TEST

Your transmission was successfully received.

Records Sent: 150  
Records Received: 150

Contact [GECPS@dmvs.ga.gov](mailto:GECPS@dmvs.ga.gov) if you have any questions.

### 7.7.2 Transmission Problems Email

-----Original Message-----

**From:** GECPS@dmvs.ga.gov  
**Sent:** Thursday, January 29, 2004 11:49 AM  
**To:** [courtclerk@testcourt.com](mailto:courtclerk@testcourt.com), [dataentrymanager@testcourt.com](mailto:dataentrymanager@testcourt.com), [itmanager@testcourt.com](mailto:itmanager@testcourt.com)  
**CC:** [GECPS@dmvs.ga.gov](mailto:GECPS@dmvs.ga.gov)  
**Subject:** GA123456J SFTP Successful with Problems

NCIC: GA123456J  
Batch Number: 1234567890  
Date Submitted: 01/15/2004  
Mode: PRODUCTION

#### **Error Code: 01**

Your transmission was received. There WERE problems with your transmission...

Check your OUTPUT Directory. This file will NOT be processed. Correct and resend.

Records Sent: 150  
Records Received: 115

Contact [GECPS@dmvs.ga.gov](mailto:GECPS@dmvs.ga.gov) for any questions.

### 7.7.3 Process Detail Email

-----Original Message-----

**From:** GECPS@dmvs.ga.gov  
**Sent:** Thursday, January 31, 2004 05:50 AM  
**To:** [CourtClerk@TestCourt.com](mailto:CourtClerk@TestCourt.com), [DataEntryManager@TestCourt.com](mailto:DataEntryManager@TestCourt.com),  
[3rdPartyVendor@TechieCompany.com](mailto:3rdPartyVendor@TechieCompany.com)  
**Subject:** GA123456J PROCESS SUMMARY

NCIC: GA123456J  
Date Processed: 01/31/2004  
Mode: TEST

Process Summary for Batch Number 1234567890

Records Sent: 150  
Records Received: 150  
Processed Records: 125  
Held Records: 010  
Duplicate Records: 005  
Dropped Records: 005  
RECORDS IN ERROR: 000

Contact [GECPS@dmvs.ga.gov](mailto:GECPS@dmvs.ga.gov) if you have any questions.

### 7.7.4 Error Notification Email

-----Original Message-----

**From:** GECPS@dmvs.ga.gov  
**Sent:** Thursday, January 31, 2004 05:50 AM  
**To:** [CourtClerk@TestCourt.com](mailto:CourtClerk@TestCourt.com), [DataEntryManager@TestCourt.com](mailto:DataEntryManager@TestCourt.com),  
[3rdPartyVendor@TechieCompany.com](mailto:3rdPartyVendor@TechieCompany.com)  
**CC:** , [GECPS@dmvs.ga.gov](mailto:GECPS@dmvs.ga.gov)  
**Subject:** GA123456J ERROR NOTIFICATION

NCIC: GA123456J  
Date Processed: 01/31/2004  
Mode: PRODUCTION

Process Summary for Batch Number 1234567890

Records Sent: 150  
Records Received: 150  
Processed Records: 125  
Held Records: 010  
Duplicate Records: 005  
Dropped Records: 005  
RECORDS IN ERROR: 005 \*\*\*Pick up error records in the output directory\*\*\*

Contact [GECPS@dmvs.ga.gov](mailto:GECPS@dmvs.ga.gov) if you have any questions.

## 7.8 GECPS Testing Signoff Procedures

### **To be approved for production:**

1. A court must successfully transmit THREE test files that contain no structural errors (see section 5.5.1 of this document). Items to be tested include: adherence to file naming standards, record lengths, and header/footer formats. This would prove the court has the ability to set up files and transmit to DMVS via SFTP accurately.
2. Each of the three test files must contain at least THREE records. Each transaction type CN, FN, and WN must be included at some point within one of the three files. It is not necessary to include all three transactions in all three required files. It is only required that all three transactions be present in at least one of the three required files.
3. Data Correction Testing:
  - Any record that is returned to the court by DMVS due to error (see section 5.5.2 of this document) must be retransmitted with the appropriate corrections, as identified by the error code(s). The returned record must contain the proper correction transaction code (e.g. CC, FC, or WC).
  - If no errors are generated from the three required files, then there is nothing for the court to correct. For this reason **DMVS does advise that each court testing intentionally send at least one record with a known error (e.g. missing license state code, invalid legal code, etc.). This will ensure that the court has an accurate method for record correction.**



### 7.8.1 Testing Signoff Checklist Form



#### GECPS Testing Signoff Checklist

Recorded by: ☐ DMVS Enterprise Operations \_\_\_\_\_ (initial)

☐ GECPS Court

Court NCIC: \_\_\_\_\_ Court Name: \_\_\_\_\_

Task	Completed (Y/N)	Comments
File naming standards adhered to (e.g. “.txt” full 10 positions for batch number, NCIC included, underscore between the NCIC and batch number?).	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Files formatted per specifications?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Records formatted per specifications?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Header record lengths 350 characters?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Transaction record lengths 350 characters?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Footer record lengths 350 characters?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
“X” in all 350 <sup>th</sup> positions of each record (headers, transactions, footers)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

**Testing Signoff Checklist Form (continued)**

**Court NCIC:** \_\_\_\_\_ **Court Name:** \_\_\_\_\_

Successful Transmission #1 with at least <b>THREE</b> transaction records? (No file errors generated)	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	
Successful Transmission #2 with at least <b>THREE</b> transaction records? (No file errors generated)	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	
Successful Transmission #3 with at least <b>THREE</b> transaction records? (No file errors generated)	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	
Any transaction records in error?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	
Were <b>ALL</b> record(s) in error returned to DMVS as corrections?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	

**Testing Complete:** \_\_\_\_\_ **(signature/date)**

## 7.9 GECPS Production Implementation Procedures

### Implementation Procedures:

1. DMVS call the court to inform the court that the GECPS testing phase is complete and the court is ready for production implementation. DMVS will discuss the implementation date with the court. Once both parties agree on a date, no additional testing will occur.
2. DMVS will follow-up the phone call with a confirmation email noting the scheduled date of implementation.
3. The **FIRST** production mode file should have no more than 25 transaction records.

### 7.9.1 GECPS Production Implementation Checklist Form



#### GECPS PRODUCTION Implementation Checklist

Upon successful implementation to production, it will NO LONGER be required to send paper DPS-32, DS-912 FTAs, or DS-912 FTA Releases to DMVS.

Recorded by: \_\_\_\_\_ (Signature/Date)

Court NCIC: \_\_\_\_\_ Court Name: \_\_\_\_\_

Task	Completed (Y/N)	Comments
<b>GECPS Testing Signoff Form COMPLETE?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Phone call to court representative notifying satisfactory results from testing and readiness for production.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Was implementation date discussed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Was the court notified that no additional test files should be sent to DMVS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Follow-up email sent to court confirming agreed upon date of implementation.	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Scheduled Implementation: \_\_\_\_\_ (Signature/Date)

## 7.10 DMVS GECPS Contact Information

### General DMVS GECPS Contact Information

Websites: <http://www.dmv.ga.gov>  
<https://online.dmv.ga.gov/gecps/>

#### **TESTING PHASE:**

During the testing phase, when transmission methods, data formats, and error processes are being validated, please contact DMVS at the following email address. Please include pertinent information in the subject line of the email. The email should include a detailed description of the problem(s) you have encountered or a specific question(s). A technician will be assigned to work with you based on the nature of the problem(s).

**Testing Phase E-mail Inquiries:** [GECPS\\_TESTING@dmv.ga.gov](mailto:GECPS_TESTING@dmv.ga.gov) (NOTE: An underscore character “\_” separates **GECPS** and **TESTING** in this email address).

#### **PRODUCTION PHASE:**

##### Troubleshooting Procedures:

Below are procedures for handling the error code “**2002 – Driver Not Found**”:

1. For three or more citations or FTAs with error code 2002, please fax a copy of each to [678.413.8894](tel:678.413.8894). Make sure that the faxed documents are accompanied by a fax coversheet with the court's official letterhead. Include the court's NCIC number, Court Clerk's name and phone number, primary business contact name and phone number, and a brief description of what is included in the fax. FAX should be to the attention of Beverly Tankersley. **Make sure to include the court's return FAX number.** DMVS will review the information and attempt to find resolutions. Upon resolution(s) found, DMVS will contact the court with the necessary information. The court will make corrections to the data and re-send the corrected errors to DMVS via GECPS.
2. Any court that requires DMVS to research Driver information for **less than three** errors with error code 2002, please contact Beverly Tankersley at 678.413.8847 or [btankersley@dmv.ga.gov](mailto:btankersley@dmv.ga.gov).

All other production questions/issues regarding, error correction or technical support, should be reported via e-mail to DMVS at [GECPS@dmv.ga.gov](mailto:GECPS@dmv.ga.gov).